



PLEASE NOTE: AIDS/HIV INFORMATION

AIDS/HIV information cannot be collected as part of the medical data in EBC. Massachusetts General Law, c.111 §70F prohibits the release of HIV status.

AIDS/HIV has been eliminated from the Hospital Worksheet for Birth Certificates under Medical Risk Factors. Please note this information should not be collected as "other" in text form as part of any medical information field.

EBC FUNCTION KEYS: A REVIEW

The following are special function keys within EBC.

<F6> Refused (!) To indicate "refused" information for Parent Worksheet items in EBC. Use only when absolutely necessary.

<F7> Unknown (?) To indicate "unknown" information in EBC. Use only when absolutely necessary.

<F8> Skip field. To temporarily skip fields in EBC. Use only when absolutely necessary.

<Esc> Clears a field, exits to the previous menu, or exits the system depending where you are in EBC.

<End> Exits a record from mid-screen during update mode.

<F9> Access only medical screens during an EBC update.

Reminder: Use of F6, F7, and F8 will result in a Query!

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Commonwealth of Massachusetts Internet Sites

<http://www.mass.gov/dph>

<http://www.mass.gov/dph/bhsre/rvr/rvr.htm>

<http://www.mass.gov/legis/laws/mgl/>

Department of Public Health
Registry of Vital Records
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To Order

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Information Booth

CHESTNUT HILL ZIP CODE 02467

Chestnut Hill is not a Massachusetts city or town. It is a postal delivery zone in Massachusetts that straddles three communities – Brookline, Boston and Newton. Chestnut Hill addresses can be confusing during the creation of birth certificates in hospital facilities. Parents list Chestnut Hill as their resident community because they receive mail at that address. However, the birth certificate requires that "the city or town must be one of the 351 cities or towns designated for Massachusetts". Therefore, Chestnut Hill is Brookline, Boston or Newton, depending on the street address in mother's residence (Item13). If parents insist on listing Chestnut Hill on the Standard Certificate of Live Birth, they can use the mailing address (item 17A) as an additional entry on the birth record.

When the zip code 02467 is entered into the residential address in screen 2 of EBC, the following three choices should appear: (Continued on next page)



BIRTH CERTIFICATE DILEMMA: COMPLETE SINGLE-PARENT OR AN INCOMPLETE ACKNOWLEDGMENT?

If you had the following choices, which option would you choose...?

An unmarried mother in a birthing hospital wants to create the birth record with the biological father listed on the record. She provides the father's legal and confidential information. You create the Voluntary Acknowledgment of Parentage and the birth certificate listing the father's information. The mother completes her portion of the Voluntary Acknowledgment. The mother assures you that the father will come in the next day to sign his part of the form. The father does not keep his appointment. What now?

Another variation: biological father lives in another state or country, and the mother requests that the Voluntary Acknowledgment of Parentage be mailed to the father. She provides the father's confidential information and you create the birth certificate with the father listed. The Voluntary Acknowledgment is prepared at the hospital and mailed to the father. However, the form has not been returned in timely fashion by the father. How should you process this record?

The key question: Can the Acknowledgment be signed within the 10-day period for the creation of the birth record? If it cannot, the record should be processed as a single parent birth record.

While it is preferable to have the father's information listed on the birth record at the birthing hospital, parents can add the father's information to the Standard Certificate of Live Birth at any time in the future. Paternity can be established in the City/Town Clerk's office in the occurrence community or at RVRs.

Creating a valid birth certificate for a newborn at the birthing hospital must be the main focus of the birth registry.



CHESTNUT HILL ZIP CODE 02467 (Cont.)

In order to create this pop-up, your EBC Town database must contain the following three entries for Boston, Brookline and Newton. Please update your system with the information displayed on the following screens.

From the main registration screen in EBC, go to F5, library maintenance. From that menu, choose F7, Town File Maintenance. Enter <F1> Get. Enter the first community name, and look for the 02467 zip code. If that zip code is present, check the library entry for accuracy. (city code, zip code, etc.). Make any changes according to the information given below. If the zip is not present, create a new library entry. Go to the next community if everything is correct.

BROOKLINE EBC LIBRARY ENTRY FOR 02467

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Serial No 10-2039PM TEST HOSPITAL Revision # 3.3.22

Locality Name: BROOKLINE
State: MA <State Abbreviation>
County Name: MIDDLESEX County Code: 09
Name of Incorporated Area (MCD): BROOKLINE
Zipcode: 02467
City Code: 046
MCHS Code: 22816

Restricted Update? N IV/NI

F1 GET F2 NEW F3 UPDATE F4 PRINT F5 NEXT
F6 DELETE F8 LISTING EBC EXIT
  
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BOSTON EBC LIBRARY ENTRY FOR 02467

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Serial No 10-2039PM TEST HOSPITAL Revision # 3.3.22

Locality Name: BOSTON
State: MA <State Abbreviation>
County Name: SUFFOLK County Code: 13
Name of Incorporated Area (MCD): BOSTON
Zipcode: 02467
City Code: 035
MCHS Code: 22835

Restricted Update? N IV/NI

F1 GET F2 NEW F3 UPDATE F4 PRINT F5 NEXT
F6 DELETE F8 LISTING EBC EXIT
  
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NEWTON EBC LIBRARY ENTRY FOR 02467

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Serial No 10-2039PM TEST HOSPITAL Revision # 3.3.22

Locality Name: NEWTON
State: MA <State Abbreviation>
County Name: MIDDLESEX County Code: 09
Name of Incorporated Area (MCD): NEWTON
Zipcode: 02467
City Code: 207
MCHS Code: 22861

Restricted Update? N IV/NI

F1 GET F2 NEW F3 UPDATE F4 PRINT F5 NEXT
F6 DELETE F8 LISTING EBC EXIT
  
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Updating the community information and zip codes will ensure that the correct city and county will occur when the proper Chestnut Hill community is chosen as the parent residential address.